

Semiannual Fire Safety Self-Inspection Non Sprinkler Equipped Custodian Checklist

Date _____

Date _____



Signed _____

Signed _____

1st 2nd

1. ☐ ☐



Do not decrease a corridor’s width. In an emergency, this saves lives. No desks, cabinets, chairs, tables, or storage can limit traffic to an exit. Getting everyone out of the school quickly is an imperative. All pathways need to stay clear.



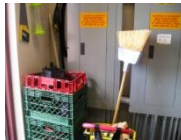
2. ☐ ☐



Fire protection equipment can’t work properly if not maintained. Ensure all fire protection equipment is inspected, cleaned, and maintained regularly. Report damaged equipment immediately to a supervisor.



3. ☐ ☐



Storage near electrical panels can allow a fire to spread quickly. Find another location or report storage concerns to a supervisor.



4. ☐ ☐



Make sure fire protection equipment can be easily seen, reached, and used when needed. Don’t place objects in front of equipment.



5. ☐ ☐



Storage of combustibles in any mechanical room can be deadly. Keep storage materials away from any room containing vital building functions. Report storage concerns to a supervisor.



6. ☐ ☐



All chemicals are potentially hazardous materials and need to be stored neatly and in a secure location, away from electrical or mechanical equipment rooms. Make sure there is a MSDS available where chemicals are stored.



7. ☐ ☐



Do not modify any fire rated construction without district approval. Leaving holes in the ceiling or modifying a fire rated door can allow fire to spread quickly. Close any gaps from construction with fire rated caulk.



8. ☐ ☐



Uncovered electric is a major fire hazard. Keep all junction boxes covered. Replace fixtures immediately and do not leave exposed wires.



9. ☐ ☐



Gates shouldn’t prevent people from leaving in an emergency. Do not install anything that prevents a fast exit. Keep crash bars in good shape and don’t lock people in.



10. ☐ ☐



Access to the property is vital in an emergency. Keep lanes meant for this purpose clear. Report unauthorized parking, storage, or other issues.



11. ☐ ☐



Corridors must be kept clear, especially in buildings without sprinklers. The exit paths should have minimal combustibles. No more than 20% of each corridor wall can have combustibles of any kind.



